

**TROY CITY CODE
CHAPTER 93 FIRE PREVENTION
OCCUPANCY PERMIT**

SECTION 105 – PERMITS

105.1.2 Types of permits. There shall be three types of permits as follows:

1. Operational permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 for either:
 - 1.1. A prescribed period.
 - 1.2. Until renewed or revoked.
2. Construction permit. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7.
3. Occupancy permit. An occupancy permit allows the applicant to occupy existing premises for the purpose of conducting or operating a business for which a permit is required by Section 105.8.

105.8 Required occupancy permit. The fire code official is authorized to issue an occupancy permit for a business as set forth in Section 105.8.1 through 105.8.5.

105.8.1 Use group. An occupancy permit is required for Use Groups A, B, F, M and S where such use will occupy 1,500 square feet or greater in area, and Use Group H of any size.

Exception:

Multiple DBAs or LLCs in a single occupancy of less than 1,500 square feet in area.

105.8.2 Inventory statement. An inventory statement for the intended business shall be provided to the fire code official prior to the issuance of the occupancy permit revealing product or commodity to be stored, used, or produced, and any associated documentation as may be required by the code official.

105.8.2.1 Hazardous Materials Inventory Statement. Where required by the fire code official, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 2701.5.2.

105.8.3 Permit application. An occupancy permit application shall be filed with the fire code official prior to occupancy. The fire code official shall review the application, inventory statement(s), and any associated documentation, and conduct any necessary inspections and meetings before an occupancy permit is issued.

105.8.4 Site and building preparation. As part of the occupancy permit, the intended occupancy shall meet the following requirements:

- 1) The building and any associated fire protection and life safety features shall comply with the requirements of this code.
- 2) Fire apparatus access roads and fire lanes shall be designated and posted in accordance with Section 503.
- 3) An address shall be posted in compliance with Troy City Code Chapter 2.
- 4) A building and/or tenant floor plan shall be provided to the fire code official in an approved format.

5) A key box, as required by the fire code official, shall be installed in accordance with Section 506.

105.8.5 Notification of changes. Changes in occupancy or use shall be made to, and approved by the fire code official before such changes occur.